

Iowa Tourism Grant Guidelines

The Iowa Tourism Grant (ITG) Program promotes tourism in Iowa by funding tourism-related marketing initiatives, events and meetings that benefit both local economies and the state's economy. Applications are available annually, and preference will be given to those that support the overall marketing plan of the Iowa Economic Development Authority (IEDA) in terms of its target audiences and messaging.

IEDA/Iowa Tourism Office Marketing Plan

COVID-19 has had a tremendous impact on the tourism industry. In order to recover from the pandemic and to reinvigorate the state's economy, the Iowa Tourism Office is currently focusing its efforts on instilling consumer and traveler confidence. Though we are temporarily pivoting to focus on inspiring travel when it is safe to do so, the research for the This Is Iowa campaign still remains as the foundation for our marketing efforts. We will continue to pursue the state's need to attract more people – visitors and residents – to both explore within and to relocate to Iowa. The multi-phase research study, which informed the development of the This Is Iowa campaign, still remains valid. Most people outside Iowa simply don't know enough about the state to form an accurate opinion. Current perceptions of Iowa are outdated, but overall neutral, and can be shifted by sharing facts. Sharing information about Iowa's tourism attractions and business-friendly attributes equally increased favorability toward Iowa, interest in visiting and considering Iowa as a place to live. Therefore, IEDA's integrated marketing campaign will continue to deliver consistent messaging about Iowa's benefits for travelers, residents and future residents with a focus on coming to Iowa when it is safe and the time is right.

IEDA/Iowa Tourism Office Target Audiences

- Young adults (Gen Z and Millennials ages 22-29) looking to start and/or grow a career and gain new experiences
- Young families (Millennials and Gen X ages 30-39) wanting to make family memories and discover a work/life balance
- Middle-aged adults (Gen X and Boomers ages 40-55) with disposable income that may recommend Iowa to younger generations

IEDA/Iowa Tourism Office Messaging

- Affordability of travel and cost of living/doing business
- Economic viability of communities and careers
- Natural beauty for visiting and quality of life
- Culture and lifestyle from art to festivals, breweries and restaurants

Read an overview of IEDA's marketing plan [here](#)

Eligibility

Applicants must be a tourism-related entity based in Iowa. This includes nonprofits, for-profits, cities, counties and regional government and planning entities. Organizations aren't required to be members of their respective tourism region (Central Iowa Tourism Region, Eastern Iowa Tourism Association or Western Iowa Tourism Region) to apply.

Applicants may submit one application per funding cycle. The same project cannot receive funding from the ITG program two years in a row.

Funding

Minimum grant request: \$2,500

Maximum grant request: \$5,000

- All funds requested must be whole numbers between \$2,500 to \$5,000 and be in increments of \$100. (i.e., \$2,500; \$2,600; \$2,700; etc.)

Application Requirements

Each application must contain the following:

- Applicant name, address, email, phone number, contact person and federal identification number
- Description of how the application supports [IEDA's marketing plan](#)
- Selection of the **primary** focus of the project
 - Advertising (i.e., purchasing spots for radio, TV, billboard, newspaper, social media, etc.)
 - Print production (i.e., signage, postcards, print advertisements, etc.)
 - Multimedia production (i.e., video, podcasts, animation graphics, etc.)
 - Event or meeting
- Selection of the IEDA Target Audience(s) the project aligns with
- Selection of the IEDA message(s) the project aligns with
- Documentation that the grant request is consistent with the cost of implementing the project, which includes vendor quotes, bids, advertising rate sheets and invoices (must total at least the grant amount request plus the cash match)
- Written documentation establishing the amount and source of the required 25 percent cash match
- Completed Minority Impact Statement Form and W9 (both found on the [ITG website](#))
- Description of the plan to recognize IEDA/Iowa Tourism Office for its investment in the project
 - Travel Iowa credit language and logos are at traveliowa.com/logos
- Applicants that are an event, attraction, restaurant or lodging facility must have an updated listing on traveliowa.com

Eligible Expenses

All project expenses (grant request plus cash match) must directly relate to the implementation of a tourism-related marketing initiative, event or meeting **and be incurred within the calendar year (January 2021 – December 2021)**. Examples of eligible expenses include:

- Costs associated with executing marketing tactics and strategies, including planning, design and production of advertising, print materials, digital tools and exhibits for consumer-focused tradeshows
- Payments to speakers or entertainers, venue rental and equipment rental for tourism-related educational events or meetings
- If expenses are due prior to January 1 for events held in early January, those expenses are allowed in the budget and in quotes provided. It is preferred that payments to vendors be made after January 1, but this may not be possible. Grant reviewers will be made aware of this for all projects that fall in January when scoring.

Any expense that doesn't directly relate to the project is ineligible for funding. Examples include:

- Staff salaries and wages
- Vertical infrastructure
- Equipment and software
- Postage
- Marketing programs already subsidized by the Iowa Tourism Office or a tourism region
- All travel, meal and lodging costs of staff and contractors
- Alcoholic beverages
- Solicitation efforts
- Lobbying fees
- Projects that receive funding from the Regional Sports Authority District program
- Prizes given to participants or attendees

Scoring Criteria

ITG applications receive a score between zero and 100 points. A group of volunteer reviewers affiliated with Iowa's tourism industry determines scores and grant awards. Preference will be given to applications that reach IEDA's target audience(s) and align with IEDA messaging.

Project Information – 20 Points

Explain the project, the timeline for implementation and how state funds will be used. Remember to include how the project aligns with IEDA's marketing campaign.

Economic Impact and Ability to Promote Tourism Industry Growth – 20 Points

Describe how the project supports the mission of the Iowa Tourism Office and how the project is part of the applicant's broader marketing strategy to increase tourism's economic impact. The mission of the Iowa Tourism Office is to grow the state's economy through travel expenditures. Use numbers—economic impact, ROI, attendance, number of households/people reached, etc.—where applicable.

Innovation – 20 Points

Describe the innovative qualities of the project. If the application is not for a new marketing initiative or event, explain how the proposed project will enhance the current marketing initiative or event. Special consideration will be given to projects that utilize new media tactics (i.e., video, podcasts, etc.) to connect with IEDA's target audiences as detailed in [IEDA's marketing plan](#).

Need – 15 Points

Explain the need for funds to implement the proposed project. Provide information on other funding sources, including both successful and unsuccessful requests. State whether the project will continue without an award.

Sustainability – 10 Points

Describe plans to continue and sustain the project upon completion of the grant. Include how the project's success will be measured and how the project's benefits will be utilized for future marketing endeavors.

Budget – 10 Points

Budget must be relevant to the project. Provide clear documentation of planned project expenses.

Collaboration – 5 Points

An application that represents a collaboration of multiple entities will receive five points. A collaborative application has multiple partners investing in the project.

Required Records

Grantees must submit invoices for eligible project expenses and proof of payments that total to at least the grant award amount plus the 25 percent minimum cash match. Grantees must also provide examples of how the Iowa Tourism Office's investment was acknowledged. Projects that come in under budget or cannot produce eligible invoices will not be reimbursed fully for the awarded grant. All project contracts run January 1, 2021 – December 31, 2021. Final reports are due by the deadline provided in your contract administered by the corresponding travel region.